

Date

**ROUTING AND TRANSMITT SLIP**

Approved For Release 2003/05/27 : CIA-RDP84B00890R000800060027-7

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EXO/DDA	<i>mfc</i>	24 FEB 1981
2. ADDA - for signature	<i>H</i>	2-25
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

*NOTE - Attachment being held in Registry*

*1-2 - I'm recommending that you sign this one -*  
*Marie*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
DTE - <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span> <i>13.</i>	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

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OTE 81-3001

23 FEB 1981

CIA REGISTRY

FILE: Training-5

MEMORANDUM FOR: Deputy Director  
National Foreign Assessment Center

FROM: William N. Hart  
Associate Deputy Director for Administration

SUBJECT: "Put It In Writing"

REFERENCE: Your Memo dated 5 February 81, Same Subject

1. The Office of Training and Education (OTE) has examined Mr. Albert Joseph's "Put It In Writing" course and advises that it closely reflects his long-standing personal presentations to CIA. According to OTE writing instructors, "Put It In Writing" encompasses the same principles that have been expounded for many years in OTE's "Effective Written English" course and, to some extent, in "Writing for CIA." The major difference is that "Put It In Writing" is slanted toward usage by commercial firms, whereas OTE's offerings are carefully focused on Agency usage and missions.

2. Mr. Joseph's comments concerning conflicts in guidance to writers engendered by contradictory layers of review have also been long recognized by writing instructors in OTE. Every effort has been made to persuade such reviewers to avail themselves of OTE's presentations. OTE is convinced that its in-house offerings in writing can be even more effective than Mr. Joseph's course in assisting Agency writers to do a better job, provided management can help persuade reviewers to expose themselves to our writing programs.

3. It is true, however, that the limited number of writing instructors in OTE can process only a few hundred students each year. Mr. Joseph's "Put It In Writing" may well serve in a subsidiary capacity to fill the basic needs of NFAC writers until they can be enrolled in the appropriate OTE courses.

/s/ William N. Hart

William N. Hart

Attachment:  
Course materials

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